

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-26				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period   11/30/2010   To   07/31/2012 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name FACA and SAB database support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 3.1.17					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/13/2012   To   07/31/2012				
Comments: This action establishes WA 1-26, and requests a work plan, staffing plan, and cost estimate for effort related to the attached PWS. The Agency estimates 356 direct labor hours for this effort.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2012										
This Action:						356				
Total:						356				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
Work Assignment Manager Name   Angela Nugent  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number   202-564-2218 FAX Number:				
Project Officer Name   Nancy Muzzy  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name   Cathy Basu  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:				

**WORK ASSIGNMENT  
PERFORMANCE WORK STATEMENT**

**Contract No. EP-C-10-060**

**Work Assignment: 1-26**

**WAM: Name : Angela Nugent**

**Branch: Science Advisory Board Staff Office**

**Office of the Administrator**

**Phone: (202) 564-2218**

**FAX: (202)565-2098**

**E-mail: nugent.angela@epa.gov**

**Mail code: 1400R**

**1200 Pennsylvania Ave., NW**

**Washington, DC 20460**

**Alternate WAM: TBD**

**LOE: 356 hours**

**Period of Performance: Issuance by Contracting Officer to July 31, 2012**

**Title: Development of an electronic FACA file-generation capability within the SAB Lotus Notes Product Database and Maintenance of the SAB People and Product Database and the related SAB website**

**PWS Sections: Section 3.1.17 (Database Support).**

**I. PURPOSE:**

The purpose of this work assignment is to develop an electronic capability to help the Science Advisory Board (SAB) Staff Office automate compliance with legal requirements for record keeping under National Archives and Records Administration (NARA) and the Federal Advisory Committee Act and to provide ongoing maintenance for the People and Product Database client server (e.g., improving usability, updating field names, enhancing views) and enhancement of the SAB's websites, as needed.

To achieve this purpose the contractor shall be expected to enhance existing Lotus Notes databases (the SAB People Database, which maintains information about the "lifecycle" of scientific and technical experts who serve on SAB advisory committees and panels; the SAB Product Database, which maintains complex information about the lifecycle of SAB advisory activities; and the SAB FACA and Administrative Email Tool, a database that helps to manage emails related to the SAB People and Product Databases. The contractor shall also be expected to enhance the Lotus Notes/Domino interface for the SAB People Database and SAB Product

Database for the SAB website ([www.epa.gov/sab](http://www.epa.gov/sab)).

The intended audience for this project is the SAB Staff Office and users of the SAB website.

This project supports programmatic support needs related to our national all hazards homeland security responsibilities by supporting the work of the SAB. The SAB provides the Administrator with independent scientific advice regarding a wide range of topics including the Agency's science and research programs and priorities; methodologies and guidelines human health and ecological risk assessment; health effects assessments of major chemical, biological, and radiological environmental pollutants; and innovative technologies for risk reduction. The SAB provides advice to EPA's Office of Water and to EPA's Office of Research and Development regarding the research and science activities of the Homeland Security Research Program. The SAB more broadly provides scientific and technical advice related to several EPA's Strategic Goals as described in EPA's 2011–2015 Strategic Plan including: Goal 1: Taking Action on Climate Change and Improving Air Quality; Goal 2: Protecting America's Waters; Goal 3: Cleaning Up Communities and Advancing Sustainable Development; Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution; and Goal 5: Enforcing Environmental Laws.

## **II. BACKGROUND:**

The EPA Science Advisory Board (SAB) Staff Office provides management and technical support to three scientific and technical advisory committees (the SAB, the Clean Air Scientific Advisory Committee, and the Advisory Council on Clean Air Compliance Analysis) that report to the EPA Administrator. The SAB Staff Office works with these committees consisting of outside scientific and technical experts to provide the EPA Administrator with scientific advice on the most significant, novel, and complex science issues facing the Agency, including water security issues.

Since 2000, the SAB Staff Office has worked on implementing an integrated approach for storing, maintaining, and communicating information about SAB "People" and "Products" with the goals of increasing efficiencies and improving communication and interactions with experts serving on expert committees and with the public. The SAB Staff Office depends on integrated Lotus Notes databases for project management of advisory activities that relate to many of the EPA Administrator's highest priorities. In addition to a variety of critical internal management applications, the SAB Staff Office uses the databases to communicate with experts serving on many different expert advisory committees and panels. The SAB Lotus/Domino website ([www.epa.gov/sab](http://www.epa.gov/sab)) is critical to the mission of the SAB and widely used by the public.

## **III. QA REQUIREMENTS:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract.

#### **IV. DETAILED TASK DESCRIPTION:**

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

##### **Task 0: Work Plan, Progress evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific QAPP supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

##### **Task 1 Development of an electronic FACA file-generation capability within the SAB Lotus Notes Product Database**

The goal of this effort is to develop an easy-to-use system for electronic records management of Federal Advisory Committee Act (FACA) files and other SAB advisory committee-related administrative files that will meet the SAB Staff Office's legal requirements under the National



Archives and Records Administration (NARA) and FACA and reduce administrative burdens for the office.

A high level of expertise is needed for this task, because successful electronic record management to achieve the goal must address recordkeeping requirements under the Federal Advisory Committee Act (FACA); National Archives and Records Administration (NARA) requirements; the goals and current status of EPA's Enterprise Content Management System (ECMS); the SAB Product Database as related to FACA filing; the SAB FACA and Administrative Tool; available electronic FOIA management tools; and SAB Staff Office current electronic record management practices. The system must integrate and build upon currently existing SAB databases and workflow practices to result in efficient electronic transfer, electronic storage, and electronic access to records that can save time and resources. There is a need for continuity of knowledge about past development of SAB databases and tools.

To achieve the goal for Task 1, the contractor will be required to 1) enhance the SAB Product Database; 2) enhance the SAB's "FACA and Administrative Email Tool;" and 3) conduct a pilot to explore batch uploading to the Enterprise Content Management System (ECMS) of certain emails selected for the FACA and Administrative Email Tool.

1.1. Enhancements to the SAB Product Database (Subtask 1) will include adding and changing fields in the project sheet and developing a functionality to prompt for submission a "List of Candidates memorandum. The enhancements would also include developing an easy-to-use FACA file generation utility (a "FACA file action button" at the project level) that would extract designated fields from the Project sheet and designated fields from related meeting records related to a project and convert that information into a pdf format with live pdf links using Swing PDF converter. There would also be a "FACA file action button" at the meeting level to extract designated fields from designated meeting records and to convert that information into a pdf format with live pdf links using Swing PDF extract. This FACA file generation utility would create a subdirectory designated by Project number and by Federal Advisory Committee meeting (if the FACA file utility was invoked at the meeting level with no project designated) on the SAB-accessible g: drive. The utility would also include a new view in the Product Database for file transmission to NARA with a link on the database's main blue navigation bar. This view would show a new action button for generating NARA form 258. The button would allow users to identify certain key information required by NARA to be identified by the WAM and then automatically generate the NARA form, identifying the list of contents for a designated project or for a meeting where there is no related project. The action button would save the completed form in the g drive. The view would show who initiated it the transfer, what projects and meetings were involved, and key dates associated with record transmittal, as designated by the WAM.

1.2 Enhancing the SAB's "FACA and Administrative Email Tool" to meet electronic recordkeeping requirements (Subtask 2) will improve the usability of the database, including prompts for email duplicates, and new fields to allow users to designate whether emails fall in NARA record groups 181a or 181b. Enhancements will include developing a functionality that

would allow users to convert groups of emails to PDF and save them on the g drive in a structured way similar to information in the SAB Product Database. Records would be removed from the FACA and Administrative Email Tool after they were saved in this manner.

1.3 The pilot to explore batch uploading to Enterprise Content Management System (ECMS) of emails selected for the FACA and Administrative email tool (Subtask 3) will test the concept of linking Lotus Notes email with ECMS in a new way. The contractor will develop and test a design to upload a batch of copies of Lotus Notes emails to ECMS as they are exported to the SAB's "FACA and Administrative Email Tool" with the designation 181a or 181b. This task will require coordination with EPA's Office of Environmental Information ECMS team so that the design will meet the exact specifications for emails to be loaded into ECMS.

## **Task 2 Ongoing maintenance of the SAB "People and Product" Databases and the SAB website**

The goal of this effort is to maintain consistently excellent performance of these databases and the related website ([www.epa.gov/sab](http://www.epa.gov/sab)) that are critical to the mission of the Science Advisory Board. Because the databases have pioneered some new applications of Lotus Notes, there is a need for a high level of Lotus Notes design and development expertise for this task to support these applications and to refine them in response to technical direction from the work assignment manager.

- 1) Contractor shall provide ongoing maintenance for the People and Product Database client server (e.g., improving usability, updating field names, enhancing views, adjusting email scripts for new database administrators); tasks to be identified by the SAB Staff Office.
- 2) Contractor shall provide ongoing maintenance for the SAB website (e.g., enhancements to web nomination form for annual membership, enhanced web publishing to allow for video and audio supporting SAB Accomplishments Reports). Tasks to be identified by the SAB Staff Office.

For estimating purposes, the contractor shall assume one update per week requiring one and one-half hour of work.

A high level of expertise is needed for this task, because the contractor is expected to demonstrate experience and expertise in database design and development for the SAB People and Product Databases or databases directly comparable to them. The contractor must provide staff identification of those needing access to government systems.

## **V. SCHEDULE/DELIVERABLES**

Implementation of each of the planned enhancements and maintenance activities should include review steps so that the SAB Staff Office can review changes to the database interface and web interface.

	<b>Review date</b>	<b>Delivery by:</b>
Task 1 Subtask 1	Per technical direction	2 weeks after WAM review completed
Task 1 Subtask 2	Per technical direction	2 weeks after WAM review completed
Task 1 Subtask 3	Per technical direction	2 weeks after WAM review completed
Task 2	Per technical direction	2 weeks after WAM review completed

## **VI. REPORTING REQUIREMENTS**

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

**QUALITY ASSURANCE SURVEILLANCE PLAN**  
**for the Water Security Division's**  
**Technical, Analytical, and Regulatory Mission Support**  
**Performance Work Statement**

**Quality Assurance Surveillance Plan**

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

<b>General Management and Administration</b>			
<b>Performance Requirement</b>	<b>Measurable Performance Standards</b>	<b>Surveillance Methods</b>	<b>Incentives/Disincentives</b>
<b>Management and Communications:</b> The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	<b>Unsatisfactory</b> rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.

<p><b>Timeliness:</b> Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report &amp; milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p><b>Unsatisfactory</b> rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p><b>Cost Management and Control:</b> The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p><b>Unsatisfactory</b> rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<p><b>Technical Effort:</b> The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p><b>Unsatisfactory</b> rating under the category of <b>QUALITY OF PRODUCT OR SERVICE</b> in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
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<p><b>Socio-Economic Utilization:</b> The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an <b>Unsatisfactory</b> rating under the category of <b>BUSINESS RELATIONS</b>, and <b>MEETING SDB SUBCONTRACTING REQUIREMENTS</b> in the NIH Performance Evaluation System.</p>
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<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-26				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-10-060			Contract Period   11/30/2010   To   07/31/2012 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name FACA and Database Support				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 3.1.17					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/13/2012   To   07/31/2012				
Comments: This action requests additional effort for the work assignment, including 40 hours under Task 1.1 and 60 hours under Task 2. This effort is within the technical scope of the current work assignment, therefore we are requesting only a revised total budget that would incorporate these hours in the effort, to address additional testing of enhancements to Swing, and general database maintenance.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 356				
11/30/2010 To 07/31/2012										
This Action:						86				
Total:						442				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
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						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
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Contracting Official Name   Cathy Basu						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2042				
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						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-10-060			Contract Period   11/30/2010   To   07/31/2013 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   01/13/2012   To   07/31/2012				
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